



US Army Corps
of Engineers

Construction Bulletin

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CEMP-C

Subject: Training of Construction Personnel in the Management of Cost Reimbursement HTRW Contracts

Applicability: GUIDANCE

1. **PURPOSE.** There has been some confusion, due to the availability of several cost reimbursement courses and workshops, as to what courses or workshops are best suited for construction field personnel. This Construction Bulletin (CB) is intended to clarify this issue.

2. There are presently a PROSPECT course and a workshop dedicated for the training of construction field personnel in the management of cost reimbursement contracts. The PROSPECT course and the workshop are highly recommended for field personnel and are further described in paragraphs (a) and (b) below. There is also a workshop for Total Environmental Remediation Contracts (TERC) that covers all phases of TERC management. The TERC workshop would be of benefit to an Area Engineer or Resident Engineer or other construction personnel in management positions. Construction field personnel (quality assurance and contract administrators) should first attend the following PROSPECT course and workshop prior to attending any other cost-reimbursement training:

a. **PROSPECT Course # 001 "Preparation and Management of Cost-Reimbursement Construction Contracts."** This 36 hour course provides a general overview and guidance on how to prepare, select, and manage cost-reimbursement construction contracts. The course addresses solicitation preparation to final closeout of cost-reimbursement construction contracts including cost accounting, procurement and property management, Work Authorization Document (WAD) System for cost control, fee and profit policies, project turnover, and final closeout.

b. **The newly developed three and half day workshop - PROSPECT # 428 "HTRW- Remedial Action Cost-Reimbursement Workshop."** This workshop is dedicated to construction field personnel who are or will be managing cost-reimbursement remedial/removal actions. The first day of the workshop provides a general overview and a refresher of PROSPECT course # 001. The workshop, which entails many examples

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and exercises, provides hands-on experience in the management of HTRW cost-reimbursement projects. It is intended to be presented onsite and is taught, jointly, by a private consultant and a Corps instructor well versed on the subject. If a particular district does not have enough people to be trained cost effectively in an individual onsite session, arrangements can be made to join forces with another district for the workshop.

3. Training of construction personnel in the management of cost-reimbursement projects is absolutely necessary and must be planned and executed prior to the start of projects. This is particularly critical in locations where there is limited cost reimbursement experience at the field level. Accordingly, Chiefs of Construction must ensure that construction personnel who are in need of such training receive the appropriate training in a timely manner. To schedule a training session, contact Joy Rodriguez at (205) 722-5881 or fax # (205) 722-5888.

4. This CB was coordinated with the following HQUSACE organizations: Office of the Chief Counsel (CECC-C); The Office of the Principal Assistant Responsible for Contracting (CEPR-ZA); and Environmental Restoration Division (CEMP-R).


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